

# MANAGEMENT

# CONFERENCE

~~CONFIDENTIAL~~

(classification)

## BACKGROUND OF RECORDS MANAGEMENT OFFICERS

1. NAME <span style="background-color: black; color: black;">[REDACTED]</span> 25X1A9a		2. POSITION TITLE Records Admin OC CH	3. OFFICE OC-RMS
4. IMMEDIATE SUPERVISOR			
NAME Mrs. <span style="background-color: black; color: black;">[REDACTED]</span> 25X1A9a		BUILDING Headquarters	ROOM GA-43
TITLE Chief, Records Management Staff		OFFICE Communications	
5. ACTIVE ELEMENTS OF YOUR RECORDS PROGRAM			
<input checked="" type="checkbox"/>	FORMS MANAGEMENT	<input checked="" type="checkbox"/>	VITAL RECORDS SCHEDULES AND DEPOSITS
<input type="checkbox"/>	CORRESPONDENCE IMPROVEMENT	<input checked="" type="checkbox"/>	RECORDS CONTROL SCHEDULES
<input checked="" type="checkbox"/>	REPORTS CONTROL	<input checked="" type="checkbox"/>	RECORDS RETIREMENT ACTIVITIES
<input checked="" type="checkbox"/>	FILE SYSTEMS	<input checked="" type="checkbox"/>	MAIL OPERATIONS
<input checked="" type="checkbox"/>	FILE EQUIPMENT AND SUPPLIES		SUPPLEMENTAL DISTRIBUTION
<input checked="" type="checkbox"/>	RECORDS SURVEYS		OTHER RECORDS MANAGEMENT SERVICES (specify)
<input checked="" type="checkbox"/>	REGULATORY ISSUANCES		
	AUTOMATION DEVELOPMENT	NEW	EXISTING
6. OTHER OFFICE RESPONSIBILITIES (list them in general terms)			
7. PERCENT OF TIME SPENT ON RECORDS PROGRAM ACTIVITIES 100% OR HOURS PER WEEK SPENT ON RECORDS PROGRAM 100%			
8. RECORDS MANAGEMENT EXPERIENCE (From present to the past)			
FROM - TO	GRADE	POSITION OR DUTIES	COMPONENT
1963-1966	11	Chief, Research and Analysis Unit	OC-RMS
1966-1967	11	Records Analyst	OC-RMS
1967-	11	Chief, Records Management Branch	OC-RMS

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## RECORDS PROGRAM TRAINING

9. NATIONAL ARCHIVES & RECORDS SERVICES AND/OR OTHER EXTERNAL TRAINING	COMPLETED YES NO	YEAR
RECORDS MANAGEMENT ✓	Yes	1964
FORM AND GUIDE LETTERS		
CORRESPONDENCE MANAGEMENT		
SPEEDING THE MAIL		
FORMS ANALYSIS AND DESIGN		
FORMS IMPROVEMENT		
FORMS FOR AUTOMATION		
DIRECTIVES SYSTEMS IMPROVEMENT		
HOW TO IMPROVE WRITTEN INSTRUCTIONS		
MODERNIZING MANAGEMENT REPORTS		
OFFICE INFORMATION RETRIEVAL		
FILES IMPROVEMENT		
RECORDS DISPOSITION		
SOURCE DATA AUTOMATION		
MECHANIZING PAPERWORK SYSTEMS		
MANAGING AN OFFICE MACHINE PROGRAM		
OTHER (list) Management of Institutional Records Systems, [REDACTED] American University  Also enrolled at American University, Center	Yes	1966-67
<del>INTERNAL TRAINING ON RECORDS MANAGEMENT</del>		
for Technology & Administration Institute for the following two courses:  1. Records Management, Dec. 4-8, 1967 2. Vital Records Protection, Feb. 12-15, 1968		
II. AUTOMATION TRAINING (Internal or External)		

25X1A

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